

**SECRET**

DRAFT

1 June 1966

25X1A

**CRITERIA FOR CONVERSION OF ASSETS INTO OFFICE SPACE REQUIREMENTS**

1. Position and rank standards allow as a minimum the space as indicated for the positions and grades shown at Exhibit 1. Additional space may be allowed as required for extra furnishings. See para 2 c below - other allowances.

2. The criteria for office type space, see Exhibits 2 and 3, are based on the following allowances:

a. Required doors at 4' and necessary aisles at 3' minimum.

b. Basic needs for each work position (GS 14 and below) allow space for 1 desk, 1 chair and 1 side panel (occupying a minimum area of 5.7' by 5') plus necessary aisle and other space.

c. Other allowances: Space is also allowed for other assets such as safes, sofas, tables, typing stands, supply cabinets, bookcases, etc. For convenience in computation of space needed for "Other Allowances" such items are converted into "Safe Equivalents" depending on the dimensions.

3. Work Positions: Space needs are computed on the basis of work positions rather than T/O or personnel on duty. In some cases, more than a single work position is needed for one individual. Likewise, special needs such as task forces, etc., must be met.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Conversely, multiple shifts reduce the number of work positions in relation to the T/O or on duty strength.

4. The attached criteria and conversion factors apply to all office type space including support space (medium and small conference and file rooms, internal duplication and supply rooms, etc.). Special purpose space is computed separately. See attachment B.

**Exhibits:**

1. Position and Rank Standards
2. Office (non-secretarial) Space - Enclosed or Half partitions.
3. Secretarial or Control Space - Open

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